

Committee for Examinations  
Deed of Undertaking – RANZCP Examinations  
Committee/Subcommittee Member  
Question Writer / Reviewer, Standard Setter,  
Examiner / Marker



To: **THE ROYAL AUSTRALIAN & NEW ZEALAND COLLEGE OF PSYCHIATRISTS** (the "RANZCP")

I, ..... <Insert Name>

of ..... <Insert Full Address>

undertake, that in my role as *(tick as applicable)*

- Committee/Subcommittee Member
- Question writer/reviewer
- Standard setter
- Examiner/marker

for the RANZCP examinations, I will observe and comply with the following undertakings:

1. I agree to keep private and confidential all restricted information and documentation that I have access to by virtue of my involvement with the RANZCP examinations.
2. I agree that I will not directly or indirectly disclose to any person, other than an approved person, any confidential information without the prior written approval of the Committee Chair.
3. I agree not to use any confidential information to my personal gain, except as it relates to fulfilling my role for RANZCP examinations, without the prior written approval of the Committee Chairperson.
4. I acknowledge that unauthorised disclosure of confidential information may harm the interests of other parties and the RANZCP and may result in legal action or other action as determined by the RANZCP.
5. I agree to return all confidential documentation, including any copies held in my possession at the conclusion of my engagement.
6. I agree that in signing this Deed of Undertaking, that to the best of my knowledge and after making diligent inquiry, no conflict of interest exists, or is likely to arise in the performance of my duties as an examiner/marker.
7. I agree that if, during the period of my participation, a conflict of interest does arise, whether actual, potential or perceived, or appears likely to arise, I undertake to notify the Committee Secretariat immediately in writing and to take such steps as may reasonably be required to resolve or to otherwise deal with the conflict.
8. I agree that in the course of conduct of RANZCP examinations, I shall have regard to and, as far as practicable, comply with the provisions of the RANZCP's Code of Ethics and Code of Conduct.
9. I acknowledge that the undertakings in the Deed of Undertaking shall continue in force after my engagement concludes and that no financial gain for myself or those personally and/or privately associated with me, shall arise as a result of activities undertaken during my term of office, for a period of two (2) years following the conclusion of my term.
10. I acknowledge that I have had no involvement for personal financial gain in any commercial examination preparation courses/workshops.
11. I acknowledge that I am precluded from contributing to examination training courses for personal financial gain for a period of two years (2) following the conclusion of my term on the committee/subcommittee.
12. I advise that to the best of my knowledge I have no current personal relationships with any candidates under taking RANZCP summative assessments.

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The Royal  
Australian &  
New Zealand  
College of  
Psychiatrists



13. I understand that if a relationship with a candidate arises or becomes known to me, I am required to, and agree that, I will immediately give written notice to the Chair, Committee for Examinations and complete a new declaration and provide it without delay.
14. I declare that I have a current personal relationship/s\* with RANZCP candidate(s) as named below.

*Name Relationship*

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*Name Relationship*

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*\*Relationship (but not limited to ....)*

- *Candidates with whom the members may have a close relationship, for example, all family, extended family, de-facto and cohabitation relationships, friends, neighbours, business or community associates.*
  - *Candidates who may be the member's senior in the workplace.*
  - *Candidates with whom you have a close professional collegial relationship*
  - *Candidates that are known to you through a formal mentoring or similar program*
15. I note that if I resign from a Board/Committee, the RANZCP will inform me of any significant changes to the Deed in writing and that any minor changes will be communicated via the RANZCP's website.

Dated: .....

Signed: .....

**Revision Record Footer**

Date	Version	Approver	Description
7 July 2023	2.0	B2023/OOS R27	Revised Document
2020	1.0	B2020/12 R11	New Document